



## SC DEPARTMENT OF EDUCATION CHIEF FINANCE OFFICE

MARCH  
2015  
Issue 9

Please use the newly established email for submitting information to Financial Services at [financesvcs@ed.sc.gov](mailto:financesvcs@ed.sc.gov).

**March 2015** A monthly update from the State Department of Education's (SCDE) Office of Finance to local school district business officials. If you have any questions about information in this issue, contact Shatika Spearman at 803-734-8008, Felicia Poston at 803-734-8488 or Melissa Myers at 803-734-8453.

Beginning July 1, 2014, the SCDE discontinued mailing back-up documentation. Instructions on obtaining the back-up documentation is posted at <http://ed.sc.gov/agency/cfo/finance/>. Please use the following link for EIA and EFA payment summaries generated after July 1, 2014, [Payments to School Districts](#).



### Recently Posted Memos

Pupil Accounting Data Reports Due  
<http://ed.sc.gov/agency/cfo/finance/documents/135-dayMemoFY14-15.pdf>

### CFO UPDATE

To better serve you, we are providing a list of finance employees and their areas of responsibility. Please let us know how we can help you:

Budget & General Finance questions – **Mellanie Jinnette**

Flexibility & Other Finance Related Questions – **Shatika Spearman**

EIA/General Fund/Lottery Payments; National Board; Medicaid – **Sue Martinez**

PCS; EFA Payments – **Ann Castro**

General Grants Accounting – **Felicia Poston**

For questions regarding specific grants, please refer to the grants accounting staff listing located on the Grants Accounting Section's web page, <http://ed.sc.gov/agency/cfo/finance/Grants-Accounting/documents/ProjectAccountingListUpdated1-13-15.pdf>

### FINANCIAL SERVICES

#### **PCS Update – April 30 – 135 Day Funding**

PCS automates the data collection required to determine supplemental funding of staff's salaries. Funding is based on the **first 135** days. As the deadline approaches for districts to have their PCS updates completed in preparation for the 135 day funding report, it is very important that all records entered in PCS are accurate. Here are a few key issues to consider as you are updating your district's PCS records:

- Make sure records **are properly coded with the correct position code**. This is especially vital to *any* position that receives *federal* funding.
- Please ensure that the following fields are updated for funding:
  - 1) Days in 1st 135
  - 2) FTE
  - 3) Contract days
  - 4) Salary

**PCS Request for User Access Form**

This was recently sent to all district PCS Coordinators. Send your completed form to [acastro@ed.sc.gov](mailto:acastro@ed.sc.gov). Form is located at the following link: <http://ed.sc.gov/agency/cfo/finance/Financial-Services/documents/PCSUserAccessForm1-22-15.pdf>

**PCS Users --Email Addresses**

Contact [acastro@ed.sc.gov](mailto:acastro@ed.sc.gov) if your email address has changed.

**Reading Coach Position Code 87**

The only people that go in this code are the ones being paid for with the new reading funds. Reading Coaches can only coach teachers and/or assist students, they cannot teach students in a classroom. If the employee is working at more than one school, list the "other" schools in the notes field of the staff record. If the reading coach is being split coded, do not use any position codes that are used for classroom teachers.

**Employee Name**

When entering staff information into PCS, do not enter abbreviated names or nicknames.

**Pupils in Poverty (PIP)**

Determining what an estimated PIP count would be for a specific school, the current methodology we are proposing is to use the district's poverty index and the ADM amount based on prior year 135-day data, along with the PIP amount that was reported on the 45-day update. To determine the allocation for a specific school, calculate their PIP using the individual school's poverty index. Refer to the example below:

| District Code | INDEX        | District ADM Amt | PIP Count        | Rounded PIP         |  |  |  |  |
|---------------|--------------|------------------|------------------|---------------------|--|--|--|--|
| 1234          | 75.70        | Base on 135-Day  |                  |                     |  |  |  |  |
|               | 36.02        | 9307.38          | 7045.68666       | 7046                |  |  |  |  |
|               |              | School 135-Day   |                  |                     |  |  |  |  |
|               | School Name  | ADM              | PIP Count        | Rounded PIP         |  |  |  |  |
|               | HS           | 517.34           | 391.62638        | 392                 |  |  |  |  |
|               | GTH          | 942.83           | 713.72231        | 714                 |  |  |  |  |
|               | AE           | 753.06           | 570.06642        | 570                 |  |  |  |  |
|               | BFE          | 153.86           | 116.47202        | 116                 |  |  |  |  |
|               | PHE          | 319.64           | 241.96748        | 242                 |  |  |  |  |
|               | GTM          | 846.24           | 640.60368        | 641                 |  |  |  |  |
|               | KE           | 626.01           | 473.88957        | 474                 |  |  |  |  |
|               | ME           | 478.79           | 362.44403        | 362                 |  |  |  |  |
|               | MCE          | 465.50           | 352.3835         | 352                 |  |  |  |  |
|               | PE           | 80.39            | 60.85523         | 61                  |  |  |  |  |
|               | RM           | 479.47           | 362.95879        | 363                 |  |  |  |  |
|               | SE           | 331.33           | 250.81681        | 251                 |  |  |  |  |
|               | WE           | 628.58           | 475.83506        | 476                 |  |  |  |  |
|               | WH           | 807.93           | 611.60301        | 612                 |  |  |  |  |
|               | CBH          | 395.06           | 299.06042        | 299                 |  |  |  |  |
|               | CBM          | 308.27           | 233.36039        | 233                 |  |  |  |  |
|               | WM           | 448.75           | 339.70375        | 340                 |  |  |  |  |
|               | WI           | 563.41           | 426.50137        | 427                 |  |  |  |  |
|               | CMC          | 160.92           | 57.963384        | 58                  |  |  |  |  |
|               | <b>Total</b> | 9,307.38         | 6981.833604      | 6983                |  |  |  |  |
|               |              |                  |                  | <b>5796.3384</b>    | CMC's ADM * CMC's PIP INDEX %                        |  |  |  |
|               |              |                  |                  | 0.00830589          | (Total PIP/CMC's PIP Number)                         |  |  |  |
|               |              |                  | Total PIP Alloc. | <b>1,210,821.79</b> | (Figure matches Financial Requirement 45-day report) |  |  |  |
|               |              |                  |                  | 10,056.95           | (Total PIP Alloc. * 0.00830589)                      |  |  |  |

We are still in the process of determining what the best method would be to report PIP.

**MOE/Aid to Districts**

Now that 45-day data have been finalized, we will compute the need for MOE at the State level. We will have those data available in February. Based on the student counts, we may adjust the MOE payments.

If no additional MOE funding is required, all of those funds will be allocated under the Aid to District line. Districts may transfer funds from Aid to District to MOE as needed using the flexibility procedures.

**National Board**

Please continue to let us know if a NB teacher leaves your district or moves into an ineligible position so that your payments may be adjusted.

**In\$ite 2013-14**

If you have not already provided your In\$ite file or general ledger for 2013-14, please do so as soon as possible. The preferred method is via email to Mellanie.

## GRANTS ACCOUNTING

**STATUS OF PROCESS - GAPS**

Your patience is appreciated as we work through the development and implementation of GAPS. Slight changes will occur over the next several months as we continue to add enhancements.

The ability to access Reports in GAPS is now available. Brief instructions on how to run the reports is posted on the Grants Accounting Section's web page. <http://ed.sc.gov/agency/cfo/finance/Grants-Accounting/documents/TitleIPresentationSpring2015-RunReports.pdf>

**NOTES:**

Budget Amendments, Expenditures and Expenditure Refunds ARE entirely functioning in the system.

Budget Amendments aren't available in GAPS unless the original Budget has been approved by the SCDE Program Office.

**NOTES: (continued)**

Until that time, the next person in line for the workflow approval can return the item to the previous person without an amendment being necessary. This also applies to expenditures.

Expenditures aren't available for entry until the budget approval has made it through the SCDE program office. Once the budget has been approved, enter the budget tab, go to specific function/object combination and icon will appear to the right for the entry of the expenditure.

The status of an item can be viewed by clicking all the way into the amount.

If a budget item is pending the approval of the SCDE program office, please contact the program office to determine the delay in approving the budget. Expenditures can't be entered in GAPS until the budget is completely approved.

**TRAINING TUTORIALS FOR GAPS**

- Accessing GAPS - <http://www.kaltura.com/tiny/ikqb9>
- GAPS for Grant Coordinators - <http://www.kaltura.com/tiny/nq6dy>
- GAPS for Grant Finance Personnel - <http://www.kaltura.com/tiny/uyviiq>
- GAPS for Grant Coordinators – Budget Amendments – <http://www.kaltura.com/tiny/x4flw>

PLEASE REMEMBER TO FORWARD ALL GAPS QUESTIONS TO THE EMAIL ADDRESS [claims@ed.sc.gov](mailto:claims@ed.sc.gov) AND INCLUDE THE TITLE OF THE GRANT THAT YOU ARE WORKING WITH, THE PROCESS YOU'RE TRYING TO PERFORM AND A SCREENSHOT OF WHERE YOU ARE HAVING THE ISSUE. SOMEONE FROM THE GRANTS OFFICE WILL RESPOND AS SOON AS POSSIBLE.



## INSTRUCTIONAL MATERIALS

### Science Kits Refurbishment

We have received many inquiries about the Science Kits Refurbishment funds. Once SCDE receives these funds, we will send out in your regular monthly payments.

### Instructional Materials Caravan Schedule Week of March 23 – 27, 2015

|            |                     |  |
|------------|---------------------|--|
| Charleston | Monday March 23     | Doubletree Hotel, North Charleston                       |
| Horry      | Tuesday, March 24   | Horry Georgetown Technical College – Grand Strand Campus |
| Florence   | Wednesday, March 25 | Hilton Garden Inn, Hospitality Boulevard                 |
| Beaufort   | Thursday, March 26  | Holiday Inn Hotel, Boundary Street                       |

## AUDITING SERVICES

### FY 2013-14 Late Audit Submission

The district superintendent from each LEA who has not met the annual audit requirement stated in the SC Code of Laws received correspondence from the State Superintendent of Education indicating noncompliance with the state statute. If your district has not yet submitted a copy of the audit report and/or a status of the audit to the Office of Auditing Services, please do so immediately.

### Due to Schedules

Please review the schedule of funds due back to the state and federal government to ensure accuracy. Any payments not due back because of funding flexibility or carryover provisions should **not** be stated on the schedule. Payments made in error cannot be returned.

### SCASBO Lunch and Learn – March 5, 2015

The Uniform Grant Guidance presentation is posted at the Office of Auditing Services website at <http://ed.sc.gov/agency/as/documents/UNIFORMGRANTGUIDANCE-SCASBOLunchandLearnMarch2015.pdf>.

### LEA Audit Reporting System (LARS)

An instructional video on how to access LARS has been posted on the Office of Auditing Services web page at <http://ed.sc.gov/agency/as/InformationMemosandForms.cfm>.

If you will be a user of the system and do not have rights under the SCDE's Web Access Administrative tool, please get with the Web Access Coordinator from your LEA or sponsoring district from your LEA and CATE centers to have access granted to access the SCDE's member center.

The annual audit report, data collection form, supportive information, and the SCDE Supplemental Schedules for each fund type should have been submitted through LARS by December 1.

### Time and Effort Requirements

Employees whose salary are charged in whole or in part to a federal cost objective must complete either the monthly personnel activity report (PAR) or the semi-annual certification. Certifications are required for those whose salary is charged 100% to a federal cost objective. The PAR is required for any employee whose salary is charged less than 100% to a federal cost objective or to multiple federal cost objectives. These requirements are stated in the Office of Management Budget Circular A-87 "Cost Principles for State, Local and Indian Tribal Governments" Attachment B Section 8h. A link to the circular can be found at <http://ed.sc.gov/agency/as/>.

For federal awards made after December 26, 2014, please adhere to the requirements in the Uniform Grant Guidance and 2 CFR Part 200.



**Time and Effort Requirements (continued)**

The link to the electronic Code of Federal Regulations is <http://www.ecfr.gov/cgi-bin/text-idx?SID=51fe36054afd11b20bac5931e4e104e5&node=pt2.1.200&rgn=div5>

An example of a PAR and certification are now located on our website at <http://ed.sc.gov/agency/as/documents/FederalSamplePersonnelActivityReport.pdf> and <http://ed.sc.gov/agency/as/documents/FederalSampleSemi-AnnualCertification.pdf> respectively.

**Time and Effort Clarification for Food Service Employees**

Food Service employees are exempt from the requirement to prepare personnel activity reports or certifications. However, if the food service employee also works on another federal cost objective, the employee must complete the required time and effort reporting.

**Substitute System for PAR's**

The USDE recently established guidance allowing an SEA to permit an LEA to use substitute documentation such as a teacher's course schedule as adequate documentation for the time and effort of an individual who works on multiple activities or cost objectives but does so on a predetermined schedule. An individual documenting time and effort under the substitute system would be permitted to certify time and effort on a semiannual basis, provided the LEA's substitute system meets requirements.

In order to use the substitute system, the LEA must certify to the SEA that only eligible employees will participate in the substitute system and that the system used to document employee work schedules includes sufficient controls to ensure that the schedules are accurate. Additionally, the certification must include a full disclosure of any known deficiencies with the system or known challenges with implementing the substitute system.

To review this guidance in full along with examples of acceptable substitute system, see <http://www2.ed.gov/policy/fund/guid/gposbul/time-and-effort-reporting.html>.

**Annual Audit Guide**

Annual Audit Guide – The FY 2013-14 Annual Audit Guide has been posted to the SCDE website at <http://ed.sc.gov/agency/as/ManualsHandbooksandGuidelines.cfm>. The template for submission of the SCDE supplemental schedules is also located on the website under the 2013-2014 Audit Guide link. Please share this information with your independent auditors as it lists **new** audit submission requirements for FY 2013-14 audits.

**Miscellaneous Revenue Codes and Subfunds**

When allocations to school districts exceed \$500,000 from a single source of funds, a unique revenue code and subfund are assigned to those funds and guidelines for those funds will appear in the Funding Manual produced by the Office of Finance.

If total allocations do not exceed \$500,000, miscellaneous revenue codes and sub funds will be used as follows:

**Miscellaneous Revenue Codes and Subfunds**

| <u>Source of Fund</u>  | <u>Revenue Code</u> | <u>Subfund</u>     |
|------------------------|---------------------|--------------------|
| Misc. State Restricted | 3199                | 800 series *       |
| Misc. EIA              | 3599                | 399                |
| Misc. State            | 3999                | General Fund (100) |
| Misc. Lottery          | 3699                | 969                |
| Misc. Federal          | 4999                | 800 series *       |

\*Districts choose any subfund available for use in the 800 series.

**Financial Manuals****Funding Manual**

<http://ed.sc.gov/agency/cfo/finance/Financial-Services/documents/2014-2015FundingManual.pdf>

**Accounting Handbook:**

<http://ed.sc.gov/agency/as/ManualsHandbooksandGuidelines.cfm>

**Student Accountability:**

<http://ed.sc.gov/agency/cfo/finance/Financial-Services/documents/studentaccountabilitymanual.pdf>

**PCS Manual:**

<http://ed.sc.gov/agency/cfo/finance/Financial-Services/documents/PCSUserManualJuly92014.pdf>

**Audit Guide:**

<http://ed.sc.gov/agency/as/ManualsHandbooksandGuidelines.cfm>

**EFA/State Funding  
Release Dates  
2014-2015**



**April 22      May 22      June 22**

**Due Dates for SCDE Reports 2014-2015**

Listed below are reports required by the Office of Finance and their due dates for 2014-15. Reports listed below that are identified by a dollar sign (\$) indicate that allocations are based on the information submitted in these reports. To avoid delays in the distribution of the allocations, please ensure that all reports are received in the Chief Financial Office by the specified due date.

|          |   |
|----------|---|
| April 2  | INITIAL MEMBERSHIP/ATTENDANCE 135 DAY REPORT<br>INITIAL STUDENT ACCOUNTABILITY 135 DAY REPORT   |
| April 30 | PCS UPDATES FOR 135 DAY FUNDING (\$)  |
| April 30 | MEMBERSHIP/ATTENDANCE CERTIFY 135 DAY REPORT (\$)<br>STUDENT ACCOUNTABILITY CERTIFY 135 DAY REPORT (\$)<br>HOME INSTRUCTION REPORT (\$) |
| June 30  | FINAL CHANGES TO PCS FY 2014-15 TECHNOLOGY PROFICIENCY  |
| June 30  | FLEXIBILITY REQUEST 2014-15   |

Questions concerning the above reports may be directed to Shatika Spearman at (803) 734-8008 in the Office of Finance.

Kimberly Moss  
Financial Newsletter Editor